

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 8/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of Casper</u> PHA Code: <u>WY004</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/2012</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>75</u> Number of HCV units: <u>524</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
	PHA 1:					
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.					
6.0	PHA Plan Update (a) There have been revisions to the PHA Plan elements in the last fiscal year and listed below is a brief statement describing each PHA Plan element. (b) Copies of the 5-Year and Annual PHA Plan may be obtained at the Housing Authority – City of Casper located at 1514 E. 12 th St, #105, Casper, WY 82601. Phone number is (307) 266-1388 ext. 12.					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Not applicable at this time.					
8.0	Capital Improvements. See Attached					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. See Attached					
8.2	Capital Fund Program Five-Year Action Plan. See Attached					
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.					

9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. CHA at this time works closely with existing landlords, developers and other community agencies in Casper to make sure the housing needs of low-income families are met. In the last five years there have been several tax credit projects developed and built, CHA readily gives them pertinent statistics from the various programs waiting lists. Through the sharing of this information new developments are being built giving Housing Choice Voucher holders more choice in obtaining housing and making existing units more competitive on the open market. Through this process more one bedroom apartments have been added to Casper's inventory.
9.1	Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p style="text-align: center;">The Housing Authority of the City of Casper WY defines a Substantial Deviation from the 5-Year Plan and Significant Amendment or Modification to the Annual Plan as the following:</p> <p style="margin-left: 40px;">a) Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund.</p> <p style="margin-left: 40px;">b) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

PHA Plan Elements

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.

A. PUBLIC HOUSING

(1) ELIGIBILITY

Casper Housing Authority (CHA) verifies eligibility when families reach the top of the waiting list. We screen for criminal or drug-related activity along with rental history. CHA also checks the Department of Justice's Dru Sjodin National Sex Offender Public Website.

(2) WAITING LIST ORGANIZATION

CHA uses a jurisdiction-wide waiting list. Individuals may apply for housing at CHA's main administrative office or fill out a pre-application located on the website www.chaoffice.org.

(3) **ADMISSION PREFERENCES**

CHA as of 6/1/2010, no longer has preferences. All applications are added to the waiting list as of the date and time the application is received.

(4) **OCCUPANCY**

Applicants and current residents may use the PHA-lease, the PHA's Admissions and Continued Occupancy policy and PHA briefing materials to obtain information about the rules of occupancy.

B. HOUSING CHOICE VOUCHER (SECTION 8)

(1) **ELIGIBILITY**

Once an individual or family is issued a Housing Choice Voucher (HCV), CHA conducts criminal or drug related background checks by obtaining criminal records from the Natrona County Clerk of Court and Straight Arrow tenant screening service. CHA also checks the Department of Justice's Dru Sjodin National Sex Offender Public Website.

(2) **WAITING LIST ORGANIZATION**

CHA uses a jurisdiction-wide waiting list. Individuals may apply for housing at CHA's main administrative office or fill out a pre-application located on the website www.chaoffice.org.

(3) **SEARCH TIME**

When issuing a HCV CHA gives the maximum 120 day search period. This may be revised during the fiscal year due to funding restrictions and the increased availability of affordable housing units.

(4) **Veterans Affairs Supportive Housing (VASH)**

In August 2011 CHA was granted 25 VASH vouchers. The program is a cooperative effort between the Department of Housing and Urban Development and the Department of Veterans Affairs. The VA medical center affiliated with the VASH program is located in Sheridan, Wyoming. A Community Based Outreach Clinic (CBOC) is located in Casper, WY. A case manager through the VA was hired November 1, 2011. As of January 9, 2012 there are currently 13 VASH vouchers issued and 3 VASH vouchers leased.

2. Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (CY 2011 grants)		
a) Public Housing Operating Fund	\$ 269,373.00	
b) Public Housing Capital Fund	\$ 96,929.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 2,166,703.00	
Annual Contributions for VASH Tenant-Based Assistance	\$ 110,685.00	
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income (4/10 – 3/31/11)	\$ 193,454.98	
4. Other income (list below)		
5. Non-federal sources (list below)		
Total resources	\$ 2,837,144.90	

3. RENT DETERMINATION

A. PUBLIC HOUSING

(1) INCOME BASED RENT POLICIES

- A. The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at higher of 30% of adjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions).
- B. CHA has instituted a minimum rent of \$50 per month
- C. CHA does not have ceiling rents (rents are set at a level lower than 30% of adjusted income)
- D. Rent re-determination
CHA re-determines tenant rents between annual re-examinations when there is a change in household composition and a decrease in income.

(2) FLAT RENTS

CHA used the Section 8 rent reasonableness study of comparable housing and the Survey of rents listed in local newspaper when setting flat rents.

B. SECTION 8 TENANT- BASED ASSISTANCE

(1) PAYMENT STANDARDS

CHA is using 110% of the 50 percentile FMR with approval from the Denver Regional HUD office.

CHA is using the higher FMR to ensure success among assisted families and increase housing options for families

Payment standards are reevaluated annually. We consider these factors when determining the adequacy of the payment standard.

- 1. Success rates of families
- 2. Rent burdens of assisted families

CHA has instituted a minimum rent of \$50 per month. CHA has not adopted any minimum rent hardship exemption policies.

4. OPERATIONS AND MANAGEMENT

A. MANAGEMENT AND MAINTENANCE POLICIES

CHA has adopted public housing management and maintenance policy documents and manuals containing the agency's rules, standards, and policies that govern maintenance and management of public housing, including the following:

- (1) Public housing:
 - Admissions and Continued Occupancy Policy
 - Maintenance policy

The policies governing Section 8 management include the following:

- (1) Section 8
 - Section 8 Administrative Plan

5. GRIEVANCE PROCEDURES

Public Housing

CHA has established written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of Public Housing

Section 8 tenant-based assistance

CHA has established informal review procedures for applicants to the section 8 tenant – based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to Federal requirements found at 24 CFR 982.

6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

Currently CHA does not have any units designated as Elderly/Disabled.

7. COMMUNITY SERVICE AND SELF-SUFFICIENCY

CHA coordinates efforts between the Department of Family Services (the TANF agency) through client referrals and information sharing mutual clients (for rent determinations and otherwise).

CHA has implemented the community service requirement in accordance with regulations.

8. SAFETY AND CRIME PREVENTION

CHA has primarily based the need for measures to ensure the safety of public housing residents on resident comments and phone inquiries that refer to safety as a general concern.

9. PETS

CHA has included the pet policy in the Public Housing Admissions and Continued Occupancy policy in accordance with HUD guidance. The pet policy is applicable to all individuals in public housing and permits them to have a pet within adopted restrictions.

10. CIVIL RIGHTS CERTIFICATION

CHA examines its current programs and proposed programs to identify any impediments to fair housing choice; addresses the impediments in a reasonable manner in view of the resources available; and assures that the annual plan is consistent with any applicable consolidated plan for its jurisdiction.

11. FISCAL YEAR AUDIT

CHA ended the most recent fiscal year with four findings. CHA has addressed the findings and implemented necessary controls to ensure change.

12. ASSET MANAGEMENT

CHA has less than 250 Public Housing units and has elected not to convert to the HUD-project based asset management.

13. VIOLENCE AGAINST WOMEN ACT (VAWA)

CHA is committed to work with the local domestic violence shelter. CHA accepts referrals and makes referrals to the Self Help Center for Victims of Domestic Violence in Casper, Wyoming.

ADDITIONAL COMMENTS:

CHA would like to implement a Public Housing Homeownership Program. The biggest barrier in completing the plan is having enough dedicated staff to write the plan. If the plan is completed it will be submitted to the Denver Field Office for review and approval.

During the past FYE 3/31/11 and through 1/16/12 CHA has experienced many vacancies in public housing. This is due to not having enough applicants on the three and four bedroom waiting lists and the units needing updating and renovating which takes longer than the designated turnaround days.

Public Housing single family units in need of modernization

13 Jasmine - cabinets/countertops, flooring, bathroom, plumbing/electrical/safety improvement and new appliances.

2361 Sagewood - cabinets/countertops, flooring, bathroom, plumbing, code improvements and sump pump upgrade.

PH 2 bedroom unit in need of modernization/accessibility

1177 North Elma - cabinets/countertops, flooring, bathroom, plumbing/electrical/safety improvements, accessibility improvements and ADA appliances.

CHA continues to advertise in the community newspapers (the Quik Quarter, Tidbits and the Casper Journal). The goal of the ads is to educate the public on affordable housing and to increase the waiting list for eligible families.

PUBLIC MEETING

The Housing Authority of the City of Casper held a public meeting for the PHA Plan for FY 2012 on January 16, 2012 at 5:15 pm located at LIFE STEPS CAMPUS Cafeteria located at 1514 E. 12th street, #105 Casper, Wy 82601

Those in attendance were LuAnn Allhusen, Executive Director and Colleen Rippeth, Special Projects Coordinator.

There was no one in attendance and there were no public comments.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary					
PHA Name: Housing Authority of the City of Casper		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP: 2012			FFY of Grant: 2012 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 28,929			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$ 68,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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Part I: Summary		
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Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report		
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Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$ 96,929.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director <i>Rubina Allhusen</i>	Date <i>1/26/12</i>	Signature of Public Housing Director	Date
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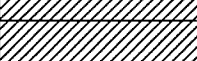




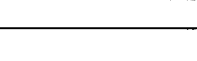



¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

PHA Name: Housing Authority of the City of Casper	Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:	Federal FFY of Grant: 2012
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² To be completed for the Performance and Evaluation Report.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number Housing Authority of the City of Casper – WY004			Locality (City/County & State) Casper, Wyoming		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
B.	Physical Improvements Subtotal		\$ 96,929.00	\$ 96,929.00	\$ 96,929.00	\$ 96,929.00
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		\$ 96,929.00	96,929.00	96,929.00	96,929.00
L.	Total Non-CFP Funds					
M.	Grand Total		\$ 96,929.00	\$ 96,929.00	\$ 96,929.00	\$ 96,929.00

Part I: Summary (Continuation)

PHA Name/Number			Locality (City/county & State)		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
	HA Wide	Annual Statement	Window coverings	Replace gutters and downspouts	Replace siding	Drainage repairs
	HA Wide		Kitchen cabinets	Exterior doors	Bathroom vanities	Playgrounds & amenities
	HA Wide		Baseboard heaters/covers	Sewer Systems	Hot water heaters	Phone system (Office)
	HA Wide		Computers (network, software, printers, and hardware)	Meth Cleanup	Windows	Yard sprinkler systems
	HA Wide		Landscaping	Electrical systems	Maintenance trailer	Storm Doors
	HA Wide		Parking Lots	Energy conservation	Safety and Code modifications	Concrete work – replace/repair
	HA Wide		Security cameras	Garage Doors	Air conditioning	Heating systems/Boilers
	HA Wide		Smoke/Carbon Monoxide Detectors	Office space renovations	Carbon Monoxide detectors	Appliances
	HA Wide		Modernization of unit interiors	Flooring	Fencing	Structural repairs
	HA Wide		Security Lighting	Venting upgrades	Storage units	Signage
	HA Wide		Roofing	Plumbing systems/fixtures	Crawl space modifications	Modernization of Maintenance Shop
	HA Wide		Soffit and Fascia	Mechanical Room upgrades	Security and Safety	Accessibility Features/Section 504
	HA Wide		Physical Needs Assessment	Maintenance Vehicle	Energy Audit	Insulation

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the City of Casper
PHA Name

WY004
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20¹¹ - 20¹²

☒ Annual PHA Plan for Fiscal Years 2012- 2013

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
John Lichty

Title
Chairperson

Signature

Date
1/26/2012

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Housing Authority of the City of Casper

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

LuAnn Allhusen

Title

Executive Director

Signature

X *LuAnn Allhusen*

Date

1/26/12

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Applicant Name

Housing Authority of the City of Casper

Program/Activity Receiving Federal Grant Funding

Department of HUD - Public Housing Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

LuAnn Allhusen

Title

Executive Director

Signature

LuAnn Allhusen

Date (mm/dd/yyyy)

1/26/12

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 4c			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency: U.S. Department of Housing and Urban Development			7. Federal Program Name/Description: Public Housing Capital Fund Program CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>LuAnn Allhusen</u> Print Name: <u>LuAnn Allhusen</u> Title: <u>Executive Director</u> Telephone No.: <u>(307)266-1388 ext. 12</u> Date: <u>1/26/2012</u>		
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